ICBC SINGAPORE BRANCH

CORPORATE E-BANKING

OPERATION MANUAL

(2024 EDITION)

Contents

ICBC 中国工商银行 新加坡分行
INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED , SINGAPORE BRANCH

I E-TOKEN ACTIVATION

First of all，please make sure that you have received the e-token device and activation code list(the e-version shows below)

Group number:	0103
Chinese name of the group:	XE
English name of the group:	
Internet banking login ID:	
Serial number of Password token:	2152100000000844
Activation code for Password token:	657959424571

STEP 1: Press and hold the red button for a few seconds to turn on the token:
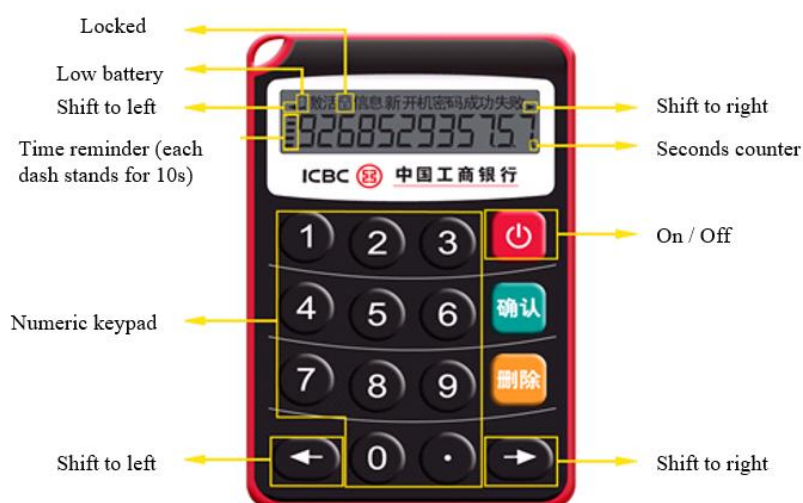
STEP 2: Enter the 12-digit activation code for Password token, shown in the list above:

STEP 3: Set a new password for your token（6 digits）and repeat the new password again for confirmation, once finished, the Password token set-up is done. Please take

note that if the two passwords do not match, the token will be locked for security concern, if so, please contact our relationship manager for the assistance to unlock it:

Note: **Once the setup is completed, the first dynamic code appeared is only for the purpose of successful authorisation reminder, please wait for the second 6-digit passcode for the internet banking usage.**

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II INTERNET BANKING LOGIN

STEP 1： Visit the ICBC Singapore Branch home page. The address is WWW.ICBC.COM.SG, and click 'Corporate Banking' under User Login ,to enter the log in page:

STEP 2：Choose 'Password + Token Login'，key in the following information accordingly:

1) Key in your user ID in CAPs without the c.0103.

2) Key in the default log in password (Please refer to the email with the title: E-BANKING LOGIN).

3) Key in the verification number displayed in grey box. Please refresh it before keying in.

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简体中文

Suggest a resolution of 1024*768 (example) for the best result

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◀ **System Announcement:** With effect from 01 August 2018, daily limit and charges for FAST and GIR

Internet Banking Help

Corporate MobilePayNow
Banking>   Corporate>

Password+Token Login

User ID: [ ] .c.0103

Password: [ ]

Enter Verification Code: [ ]   K 787

Please press "Confirm" on the Token to get the dynamic password.

Dynamic Password: [ ]

[Login] [Back]

We suggest you use the following browser versions to visit our Internet banking: IE8-IE11, Chrome20.0-Chrome52.0, Firefox10.0-Firefox45.0, and Safari5.1-Safari9.1.2.

Important

For security reasons, contractibility (where necessary) and to avoid unnecessary delay in processing of your instructions using our internet banking platform, please ensure that all your organization's information under Customer Services are up-to-date and all contact information for every transaction is true and accurate before submitting. For RMB remittance to China Mainland (Except HongKong, Macau and Taiwan), please select a remittance purpose from the drop-down arrow, manual filling will result in payment request being rejected.

4) To generate dynamic password, press the switch on button and key in the pin number (same pin as the Step 2). Then INFO word will appear, so press OK on the e-token.

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5) Once the above steps are completed, the window will guide you to change a new password.

6) Key in the corporate number and generate a new dynamic password on your e-token to complete the change of password process.

Modify Password	XE	Internet Banking Service

Customer service: a group of functions provided to manage the customer reserved data and password of Internet banking.

Current Password: ******
New Password: ********
It is suggested to enter a 8-digit password combining letters and numbers.Please avoid setting Password of low security
Confirm New Password: ********
Please enter the validation code: i3yb   i 3 y b   Refresh verification code
Corporate Customer Number: 01(

Confirm   Reset

NOTE：**When you change your password , you will need to enter the group number , which you could find in the activation code list.**

Group number：	0103
Chinese name of the group：	XE
English name of the group：	
Internet banking login ID：	
Serial number of Password token：	215210000000844
Activation code for Password token：	657959424571

And need to enter the dynamic password once again for verification purpose:

Modify Password	XE	Internet Banking Service

Customer service: a group of functions provided to manage the customer reserved data and password of Internet banking.

Please press [OK] on the token and finish the tranaction as quickly as you can before timeout.

Dynamic Password: ******

Enter Verification Code: p3yj   p 3 y j   Refresh verification code

Submit   Back

After completing password setting, you need to log in again:

Modify Password	XE	Internet Banking Service

Customer service: a group of functions provided to manage the customer reserved data and password of Internet banking.

Successfully changed your logon password. The new password will
take effect at the next logon.

Logon again

Notes:

1. Since the logon password for the Internet banking you reserved at our business office is purely digital, system will request for password change at the time of your initial logon in order to assure the safety of your password, you can continue to use only after password has been changed. Newly input password shall have a length between 6 and 30 digits and can be a combination of letters and numbers.

2. If you forgot your password, you can change the password through this function after password reset at our business office so as to strengthen the security of Internet banking.

webmaster@icbc.com.cn
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Now, you can use the new password to login to the internet banking.

III FUNCTION OVERVIEW

In order to provide a better understanding of ICBC Internet Banking, below is the brief introduction about the functions of Internet Banking.

A) ACCOUNT MANAGEMENT
You can inquire about the account information, balances and details, print e-slip and change the alias of all the accounts that belong to your internet banking account.

B) PAYMENT and TRANSFER
Provide various types of fund transfer and remittance services to fulfill the needs of internal and external business of the company, and support both domestic and overseas transactions at the same time.

C) PAYROLL SERVICE
Provide you the service of employees' salary batch pay-out services, the payees' accounts can be in China domestic banks or other banks across the region.

D) FIXED DEPOSIT
Provide RMB, SGD, USD fixed deposit products with different terms of high Interest rates, in order to meet your needs of fund appreciation.

E) CASH POOL
You can manage and transfer the funds to anywhere conveniently, and also enjoy the favorable policies like cross-border fund sweep and allocation, overdraft limit sharing, consolidated interest-bearing and internal pricing and etc.

F) DOCUMENTATION and TRADE FINANCE
Provide import L/C, documents, export L/C, import collection, export collection and other functions to meet your trade finance business needs.

G) FX TARDE
Provide foreign exchange market information query, trading account multi-currency balance query, foreign exchange buy and sell order operation and query and other functions to meet your foreign exchange trading needs.

H) PENDING TRANSACTIONS
Provide a pending approval function for corporate e-banking users, supporting approvers in centrally viewing the number of pending approval instructions. Additionally, enable to navigate to the respective instructions for processing.

I) CUSTOMER SERVICES

Provide self-service management functions for public Internet banking users, supporting users to modify their Internet banking login passwords, query operation logs, and query and manage their Internet banking ID information.

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IV ACCOUNT MANAGEMENT

A) Check Current Deposit Account

Click ' Manage A/C ' → 'Current Account Services' → 'Current Account Information':

Note:

1. **You can check your account only if the account has already been connected to ICBC Singapore Branch internet banking.**
2. **The account of ICBC in other location can be connected to ICBC Singapore Branch Internet banking as well, including mainland China, HK, Thailand etc. for the detailed information, please contact our relationship manager.**

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B) Check Balance In Current Account

Click 'Manage A/C' → 'Current Account Balance' → 'Current Account Balance':

Note:

1. **You can check your account only if the account has been connected to ICBC Singapore Branch E-banking.**
2. **Choose the region you want to check, and tick the corresponding accounts to view;**
3. **Click the account or currency link to check the balance, inquired date & time, and viewing the summary of accounts with total balances.**
4. **The inquired results can be printed out directly.**

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C) Check Details of Current Account

Click 'Manage A/C' → 'Current Account Services' → 'Current Account Statements':

Note:

1. **You can check your account only if the account has been connected to ICBC Singapore Branch E-banking.**
2. **The default time range is to check the details of the account within last 5 days. You can select the range of date that you would like to view. The maximum period is ten year's account details.**
3. **E-slip printing function requires the token device for verification purpose.**
4. **The account details can be printed out.**
5. **The account details support both Excel and PDF format.**

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D) Bank statement inquiry

Click 'Manage A/C' → 'Review Statement'

Note:

1. **You can check your account only if the account has been connected to ICBC Singapore Branch E-banking.**
2. **You can select the range of date that you would like to view. The maximum period for the monthly bank statement is one year.**
3. **The bank statements can be printed out.**
4. **The bank statements support both Excel and PDF format.**
5. **MT940 self-service download is available via E-banking, please contact your relationship manager for details.**

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V INTERNAL TRANSFER

Click 'Payment & Transfer' → 'Transfer' → 'Internal Transfer':

| Manage A/C | Payment & Transfer | Cash Pool Management | Documentation and trade finance | Payroll Service | Fixed Deposit | Online Loan | ICBC Messenging | Customer Services | Cross-border/cross-group instruction |

Payment & Transfer

- Transfer
  - Internal Transfer
  - External Transfer
  - Check Instruction - Transfer
  - Approve Instruction - Transfer
  - Payee/Beneficiary Maintenance
  - Sign Schedule Transfer Agreement
  - Check/Cancel Agreement of Service for Transfer Agreement

> > Payment & Transfer > Transfer > Internal Transfer

Internal Transfer   >> Help

From: XU
From Account: 0103
Currency: SGD   Usable Balance:13,532,674.87
Transfer To: XU
To Account: 0103
Currency: SGD
Transfer Amount: SGD
Remark:

Submit   Reset   Print

Internal Transfer   >> Help

Customer Name: X
From: 0103   payment ac
Currency: SGD
Debit Amount: SGD 100.00
Transfer To: XI
To: 0103
Currency: USD
Credit Amount: USD 79.25 (For reference only)
Exchange Rate: 1 USD = 1.2619 SGD (for reference only, refer to actual processing rate)
Reference:

Please enter the following number on your token: 001944100.00

The above picture includes 6 digits random number from payee account and Transfer Amount, please check it carefully.

Please press [OK] on the token and finish the tranaction as quickly as you can before timeout.

Dynamic Password: ******

Enter Verification Code: unen   unen   Refresh verification code

Confirm   Cancel

Internal Transfer   >> Help

Real-time instruction submitting succeeded!

Instruction No.: ACA18921
Time of Submission: 30-10-2013 09:53:33
Customer Name: XI
From: 0103
Currency: SGD
Debit Amount: SGD 100.00
Transfer To: X
To: 0103
Currency: USD
Credit Amount: USD 79.25
Exchange Rate: 1 USD = 1.2619 SGD
Reference:
Transfer type: Real-time

Save   Print   Finish

Note:

1. **The function applies to the funds transfer between internal registered accounts within the company;**

2. **The payer and payee must be in the same account opening region, such as Singapore accounts, or domestic accounts. China domestic accounts belongs to same region;**

3. **Internet banking supports payer and payee using different types of currencies;**

4. **Once submitting your order, you will see the referential exchange rate indicated in the activation code page;**

5. **It is real-time transfer without any charges;**

6. **The function needs to use token device;**

7. **The successful submitting page can be printed.**

VI   EXTERNAL TRANSFER

Click 'Payment & Transfer' → 'Transfer' → 'External Transfer':

Note:

1.   It applies to the Singapore ICBC local accounts transfer and supports payers and payees using different type of currencies;

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2. **After submitting your order, you will see the referential exchange rate in the activation code page;**

3. **It is real-time transfer without any charge;**

4. **The information of payees can be saved for direct selection next time, to avoid manually keying in;**

5. **You can choose to send SMS message to inform the payees to check their accounts, the language of SMS message can be either English or Chinese, it depends on the version of the e-banking you login to. The SMS message service is free of charge;**

6. **The successful submitting page can be printed out.**

VII   REMITTANCE

Click   'Payment & Transfer' - 'Remittance' - 'Create':

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Note:

1. **The function supports different currencies of the payers' and payees' accounts;**
2. **The input of the payee's name, account and currency in the first page will be saved; The input box with symbol ' * ' must be filled in;**

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3. **You can choose** [Save and Submit] **when you submit the instruction or add new sample to avoid keying in the same information again.**

4. **When you choose 'Registered Account'，there will be a pop-up to remind you that the internal registered account transfer cannot be done by this function;**

5. **After keying in the country and city information of beneficiary's bank, you can use SWIFT CODE or name of the bank to choose the correct bank in the drop-down box, where no manual key-in is required;**

6. **Internet banking supports SWIFT GPI to trace remittance progress and fund status:**

Click 'Payment & Transfer' - 'Remittance' – 'Check' – 'Inquiry'

7. MT103 Self-service Download: Click 'Payment&Transfer' → 'Remittance' → 'Check' → 'Inquiry', select the serial number of the instruction to view and download the MT103 receipt:

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Beneficiary bank:CHASUS33XXX JPMORGAN CHASE BANK, N.A. NEX XORK 10179
Country/region of beneficiary bank:UNITED STATES OF AMERICA(US)
City of the beneficiary bank:NEW YORK
Beneficiary Bank Code:CHASUS33XXX
Address of receiving bank:
NEX XORK
10179
Intermediary bank's SWIFT CODE:
Beneficiary country/location:Virgin Islands, U.S.
Contact Number:13123
Address of Beneficiary:123123
Reference:

Amount remitted out:SGD 135.60
Remittance Amount:USD 100.00
Banking charges paid by:Paid by payer and payee
Remittance Purpose:Cross-border goods trade
Exchange Rate:1 USD = 1.3560 SGD
Company Name:X(   )X
Fee Charge Account:0103(   )
Currency:SGD
Banking Charges:USD 25.00
Telex Fee:USD 30.00
Fee for Reference:USD 0.00
Remittance fee - Ex. Rate:1 USD = 1.3460 SGD
Remittance option:Real-time
Bank Feedback:
Accept notice service for the arrival of fund at beneficiary bank Y/N:Yes
Mobile phone number for notice:65(   )
Email address for notice:fh(   ).cn

Instruction No.: ACO589565
Submitted By: (ID) G(   )
Authorizer ID and authorization time: AI   3(01-02-2020 10:06:19)

Instruction Status: Remittance successful
Submit On: 01-02-2020 10:04:57

Testing Environment

[Print]   [Back]   [**Download receipt**] ⬅

VIII Batch Remittance

Click 'Payment & Transfer' → 'Batch remittance → 'Create batch SWIFT/Local SGD':

Note:

1. **You can choose different batch-remittance types as per you required and download the corresponding templates.**

2. **Fill in all the required information correctly and save the copy. Fields marked with * are mandatory.**

3. **Choose the excel file and upload it accordingly.**

4. **SWIFT GPI function: Track the remittance fund path and status:Click 'Payment & Transfer' - 'Batch Remittance' - 'Check Batch SWIFT Remittance' - 'Select the time period of remittance and other information ' - 'Check' - 'Inquiry', in the pop-up window, you can check the status of the current remittance.**

5. **MT103 self-service download: Click ''Payment & Transfer' - 'Batch Remittance' - 'Check Batch SWIFT Remittance' - 'Select the time period of remittance and other information ' - 'Check' - 'Inquiry', select the instruction serial number and click 'Download Receipt'**

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IX   ICBC EXPRESS

Click   'Payment & Transfer' → 'ICBC EXPRESS' → 'Create':

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Note:

1.   It applies to the global remittance whose payer's and payee's accounts are ICBC accounts;

2.   RMB remittance is only available to ICBC accounts in China.

3.   The currencies of the payer's and payee's accounts can be either RMB or others;

4.   You can save the remittance information as samples to avoid manually keying in the same information next time.

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X   Local SGD G3 Remittance

Click   'Payment & Transfer' → 'Local SGD G3 Remittance' → 'PayNow transfer':

Click   'Payment & Transfer' → 'Local SGD G3 Remittance' → 'Submit remittance instruction':

Note:

1. **You can choose Corporate Paynow to transfer funds by referring to the Payee's registered mobile number, NRIC or UEN Number.**

2. **To use PayNow to receive payment, you need to complete the corporate PayNow registration through 'Payment & Transfer' - 'Local SGD G3 Remittance' - 'PayNow Management'.**

3. **While choosing Local SGD Transfer, you can choose either FAST or G3 path to finish the fund transfer.**

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XI PAYROLL SERVICE

You can use Internet banking to check the payroll instruction, instruction submission, instruction approval and payment account management. Payroll services include regular authority, separate authority, RMB pre-settlement remittance, and RMB agency payroll payment.

A) Payroll Service With Regular Authority
Click   'Payroll Service' - 'Submit Instruction - Payroll'.

Note:

1. **Click '** **' to submit the instruction of payroll service with regular authority;**
2. **All the staffs' salary list and payment information should be submitted by the finance ID;**
3. **The payment account must be the same with the default setting in the agreement. If modification is needed, you can change it in the function 'Self-management on payment account' in the drop-down list below;**
4. **You can submit the instruction in advance and choose the date to execute it. If you**

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choose T day, the instruction will be accepted on T day. The money will be debited on T day and arrived in payees' accounts on T+1 day. You can also check it in the internet banking on T+1 day.

If the Payee's account is other banks' account, then , T+3 days will be needed to reach Payee's account.

5. **The staff salary list (Excel file) must be uploaded before submitting;**
6. **The currency, total amount must be the same with the staff salary list, otherwise it will be failed.**
7. **When authorizer would like to make a payment approval, click on the 'Review' to proceed.**

B) Payroll Service with Separate Authority

Process flow example: HR submit salary details → HR authorize the salary details → Finance submit the payment details → Finance approve.

Click   'Payroll Service' - 'Submit Instruction - Payroll'

| Manage A/C | Receivable | Payroll Service | Payment & Transfer | Cash Pool Management | Fixed Deposit | Online Loan | ICBC Messenging | Customer Services | Liquidity management |

Payroll Service
- Check Instruction – Payroll
- Submit Instruction – Payroll
- Self-management on payment account

> > Payroll Service > Submit Instruction – Payroll

Submit Instruction – Payroll   >> Help

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit
2	Payroll Service with Separate Authority	null.	Submit Employee Account Information / Submit Payment Instruction

Click 'Submit the employee account information':

| Manage A/C | Receivable | Payroll Service | Payment & Transfer | Cash Pool Management | Fixed Deposit | Online Loan | ICBC Messenging | Customer Services | Liquidity management |

Payroll Service
- Check Instruction – Payroll
- Submit Instruction – Payroll
- Self-management on payment account

> > Payroll Service > Submit Instruction – Payroll

Submit Instruction – Payroll   >> Help

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit
2	Payroll Service with Separate Authority	null.	Submit Employee Account Information / Submit Payment Instruction

Submit the instruction of agency distribution of wages   >> Help

Cut-off time of Payroll Service is 6:30. Please submit and authorize the transaction before the cut-off time. Otherwise , it will be processed in the next business day. Sorry for the inconvience brought to you.

Upload files:* E:\新加坡交流\代发工资\8 [浏览...]

Total Amount:* SGD ▼ [90.00]

Total Transaction:* 3

Name of the batch package: [   ]

Banking Charges Collect by transaction

After submitting the instruction, please inquire the fee information under the inquiry instruction transaction

[Submit]   [Back]

Submit the instruction of agency distribution of wages   >> Help

Upload files: E:\新加坡交流\代发工资\8月权限分离.sal

Total Amount: SGD 90.00

Total Transaction: 3

Banking Charges: Collect by transaction

After submitting the instruction, please inquire the fee information under the inquiry instruction transaction

Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password: *****

Enter Verification Code: 83ea   83ea   Refresh verification code

[Confirm]   [Cancel]

Submit the instruction of agency distribution of wages   >> Help

The transaction is successful !

Your batch instruction of ADK233 The payroll file has been submitted. Please use inquiry instruction to inquire the instruction status; in case of error after check, please re-submit the batch.

[Finish]

Click 'Submit payment instruction':

| Manage A/C | Receivable | Payroll Service | Payment & Transfer | Cash Pool Management | Fixed Deposit | Online Loan | ICBC Messenging | Customer Services | Liquidity management |

Payroll Service

- Check Instruction – Payroll
- Submit Instruction – Payroll
- Self-management on payment account

> > Payroll Service > Submit Instruction – Payroll

Submit Instruction – Payroll   >> Help

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null	Submit
2	Payroll Service with Separate Authority	null.	Submit Employee Account Information / Submit Payment Instruction

Note:

1. The staff salary detail list needs to be submitted by the HR ID. The payment instruction should be submitted by the finance ID. The authority is separated to ensure that information is protected;

2. Before submitting the payment instruction, the finance ID should double check the instruction of staff salary list;

3. If you submit the instruction on T day. The money will be debited on T day and arrived in T+1 day. You can also check the status in the internet banking on T+1 day;
   If the Payee's account is other banks' accounts, T+3 days will be needed.

4. If the payee's account is maintained with another bank, the fund would reach the payee's account on T+3.

5. When authorizer would like to make a payment approval, click on the 'Review' to proceed.

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C) RMB pre-settlement remittance

Click 'Payroll Service' - 'Submit Instruction - Payroll'

Note:

1. Click '[Submit]' to submit the instruction of payroll service with regular authority;

2. All the staff salary list and payment information should be submitted by the finance ID;

3. You can submit the instruction in advance and choose the date to execute it. If you choose T day, the instruction will be accepted on T day. The money will be debited on T day and arrived on T+1 day. You can also check it on the internet banking on T+1 day.
If the Payee's account is other banks' account, then, T+3 days shall be needed to reach Payee's account.

4. The staff salary list (Excel file) must be uploaded before submitting.

5. If the payee's account is maintained with another bank, the fund would reach the payee's account on T+3.

D) RMB Agency payroll services

Download and fill up the payroll template, and then submit the file online:

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Welcome: XUXBXNX XUXOXG CXNXUXTXNXS PXEX XTX. ◄ System Announcement: tion and One-Time PIN (OTP) to anyone. Use ICBC Messenger to track rea

Centralized payment of global cash management | Manage A/C | Payroll Service | Payment & Transfer | Cash Pool Management | Documentation and trade finance | Fixed Deposit | ICBC Messenging | Customer Services | FX Trade

Payroll Service
- Check Instruction – Payroll
- Submit Instruction – Payroll
- Self-management on payment account

> > Payroll Service > Submit Instruction – Payroll

Submit Instruction – Payroll   >> Help

Cut-off time of Payroll Service is 6:30. Please submit and authorize the transaction before the cut-off time. Otherwise , it will be processed in the next business day. Sorry for the inconvenience brought to you.

Name of branch institution: * No qualified entity name was found. ∨
Payer account number: * No A/C under the given conditions ∨
Payment currency: * You have no matched currency ∨
Ordering Customer Address: *
Payment date: * 25-11-2023 (DD-MM-YYYY)
Payment usage: * Payroll service ∨
Upload files: * Browse...
Please click EXCEL file template Here Download
Total Amount: * CNY ∨
Total Transaction: *
Name of the batch package:
Banking Charges: Collect by transaction
After submitting the instruction, please inquire the fee information under the inquiry instruction transaction
In order to comply with relevant policies,please provide the country/region and complete address of beneficiary in the attachment uploaded when applying for payroll payment via our internet banking with effect from 2019/01/02, otherwise the payroll payment might be affected.

Submit   Back

Welcome: XUXBXNX XUXOXG CXNXUXTXNXS PXEX XTX. ◄ System Announcement: il-time transactions in your accounts.

Centralized payment of global cash management | Manage A/C | Payroll Service | Payment & Transfer | Cash Pool Management | Documentation and trade finance | Fixed Deposit | ICBC Messenging | Customer Services | FX Trade

Payroll Service
- Check Instruction – Payroll
- Submit Instruction – Payroll
- Self-management on payment account

> > Payroll Service > Submit Instruction – Payroll

Submit Instruction – Payroll   >> Help

Seq.	Product name	Description	Action
1	General wage distribution as an agent	null.	Submit
2	Payroll Service with Separate Authority	null.	Submit Payment Instruction
3	Payroll Service via RMB Pre-settlement Remittance	NULL	Submit
4	RMB agency payroll payment	Salary Payment in RMB	Submit
5		Salary Payment in RMB —Separation of authority	Submit Payment Instruction

Transaction Tips

💡   From 20th OCT 2019 onwards, please download the new excel template for payroll submission.

Review and approve submitted payroll request:

Welcome: XUXBXNX XUXOXG CXNXUXTXNXS PXEX XTX. ◄ System Announcement: 20, the service charge will be waived for corporate internet banking users to   Current Time: 0:

Centralized payment of global cash management | Manage A/C | **Payroll Service** | Payment & Transfer | Cash Pool Management | Documentation and trade finance | **NEW**

Fixed Deposit | ICBC Messenging | Customer Services | FX Trade

Payroll Service
- Check Instruction – Payroll
- Approve the instruction

> > Payroll Service > Approve the instruction

Approve the instruction   >> Help

Start and end dates:* 01-02-2023 - 01-03-2024
Instruction Type:* Payroll instruction ∨

Inquiry

Inquiry result you required is as follows:

Batch No.	Name of the batch package	Submit by (ID)	Submit On	Total Amount	Total Transaction	Instruction Type	Instruction Status	Payment account bookkeeping method	Action	Number of failed transactions
ADK69402	AutoSubmit	JOCELYN.c.0103	01-05-2023 10:11:59	SGD 414.03	150	Payroll instruction	Wait for authorization	Bookkeeping summary	Review	0

Note:

1. Support normal mode: both payroll details and payment information are submitted by the finance ID. Click 'Submit' to submit RMB payroll instructions;

2. Support authority separation mode: the HR ID submits payroll details and finance ID supplements payment information;

3. Advanced payroll payment is available, and such instruction will be processed on T day of the appointment date, and fund will be deducted and arrive payee on T+1 day. You can check the instruction processing details via internet banking on T+1 day;

Note: If the payee's account is maintained with another bank, the fund will reach

payee's bank on T+3 day.

XII ICBC MESSENGING

The function will notify you any change of your account balance and also update you about account status at all times.

A) Set receiving option
Click 'ICBC Messaging' - "Set receiving option'.

Note:
1. **You can update the Mobile phone number and email address for all your registered Token IDs under your company. Please update immediately if there is any change about the contact information.**
2. **Contact number must be a Singapore mobile phone number, and please key in the correct email address.**
3. **You need the token device to complete this section.**

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(65)64366508(Working hours)FAX:(65)65381370

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INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED , SINGAPORE BRANCH

B) Subscribe ICBC Messenging

Customized functions for account changes acknowledgement and balance changes alert setting, including SMS messages and emails.

a. **Account change reminder**

Note:

1. **The function supports different currencies or accounts with different reminder settings.**

2. **If the service period ends, Auto-renewal function can help you continue this reminder service.**

3. **This ICBC Messaging is free of charge, but the payment account information need to be provided for reference purpose.**

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b. Fixed-time balance reminder

Note:

1.   **The function supports different currencies or accounts with different reminder settings.**
2.   **If the service period ends, auto-renew function can help you continue this reminder service.**
3.   **This ICBC Messaging is free of charge, but the payment account information needs to be provided for reference purpose.**

C) My ICBC Messenging

Note:

1.   **You can manage your subscribed ICBC Messaging Services, each setting is able to be modified under the Action column.**
2.   **You can terminate the service by clicking the 'End' under the Action column.**

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XIII TERM DEPOSIT (FIXED DEPOSIT)

1. Login to the ICBC Corporate Banking, choose the menu "Fixed Deposit"

2. Check the details of All Fixed Deposit under menu "Check Fixed Deposit"

3. Click the menu "Current to Fixed" and choose the currency from USD, CNY or SGD

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4. Choose the Deposit type and Deposit-in

Deposit type	Deposit Period	Minimum Amount Required	Interest Rate(%)		Priviledge Description	Action
OVERNIGHT USD TD CORP-RES		USD 5,000.00	0.00 < Amount< 1,000,000.00	0.0100%		Deposit -in
			1,000,000.00 ≤ Amount< 10,000,000.00	0.0100%		
			10,000,000.00 or above	0.0100%		
7D USD TD CORP-RES	7 Day	USD 5,000.00	0.00 < Amount< 1,000,000.00	0.2500%		Deposit -in
			1,000,000.00 ≤ Amount< 10,000,000.00	0.2500%		
			10,000,000.00 or above	0.3000%		
14D USD TD CORP-RES	14 Day	USD 5,000.00	0.00 < Amount< 1,000,000.00	0.3000%		Deposit -in
			1,000,000.00 ≤ Amount< 10,000,000.00	0.3000%		
			10,000,000.00 or above	0.3500%		
1M USD TD CORP-RES	1 months	USD 5,000.00	0.00 < Amount<1,000,000.00	1.1000%		Deposit -in
			1,000,000.00 ≤ Amount<10,000,000.00	1.1000%		
			10,000,000.00 or above	1.1500%		
2M USD TD CORP-RES	2 months	USD 5,000.00	0.00 < Amount<1,000,000.00	1.3000%		Deposit -in
			1,000,000.00 ≤ Amount<10,000,000.00	1.3000%		
			10,000,000.00 or above	1.3500%		
3M USD TD CORP-RES	3 months	USD 5,000.00	0.00 < Amount<1,000,000.00	1.5000%		Deposit -in
			1,000,000.00 ≤ Amount<10,000,000.00	1.5000%		
			10,000,000.00 or above	1.5500%		
6M USD TD CORP-RES	6 months	USD 5,000.00	0.00 < Amount<1,000,000.00	1.6500%		Deposit -in
			1,000,000.00 ≤ Amount<10,000,000.00	1.6500%		
			10,000,000.00 or above	1.7000%		
7M USD TD CORP-RES	9 months	USD 5,000.00	0.00 < Amount<1,000,000.00	1.7500%		Deposit -in
			1,000,000.00 ≤ Amount<10,000,000.00	1.7500%		
			10,000,000.00 or above	1.8000%		
12M USD TD CORP-RES	12 months	USD 5,000.00	0.00 < Amount<1,000,000.00	1.8000%		Deposit -in
			1,000,000.00 ≤ Amount<10,000,000.00	1.8000%		
			10,000,000.00 or above	1.8500%		

*The above Interest rate is only for reference purpose and subject to change with prior notice on the ICBC Corporate Banking website.

5. Fill in the required information and submit the instruction

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6. **Confirm the information and enter the Dynamic Password generate by ICBC e-token**

7. **Instruction submitted successfully and waits for authorization**

8. **Login to ICBC Internet Banking using Authorized ID, choose the menu "Fixed Deposit-Approve regular instruction"**

9. **Inquiry the submitted instruction by choosing the account and instruction type "Apply Term Deposit"**

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10. Click the transaction No., Confirm the information and enter the Dynamic Password generate by ICBC e-token

11. Transaction successful

Note:

If you wish to withdraw in advance, please contact our ICBC Relationship Manager.

XIV CASH POOL MANAGEMENT

Please contact our ICBC Relationship Manager for more information.

XV. DOCUMENNTATION AND TRADE FINANCE

Documentation and trade financing services, including import L/C, documents, export L/C, import collection, export collection, etc., are available on ICBC Corporate Internet Banking. You can submit payment instructions for import L/C and import collection, as well as enquire and download documents related to import L/C, export L/C, import collection and export collection through Corporate Internet Banking.

1. Log on ICBC Singapore Branch Corporate Internet Banking, click Documentation and trade finance － Imp LC and Docs － My LC Documents，select need Enquiry Options and click Inquiry. The Enquiry Options include by date, by bank ref and by bill ref.
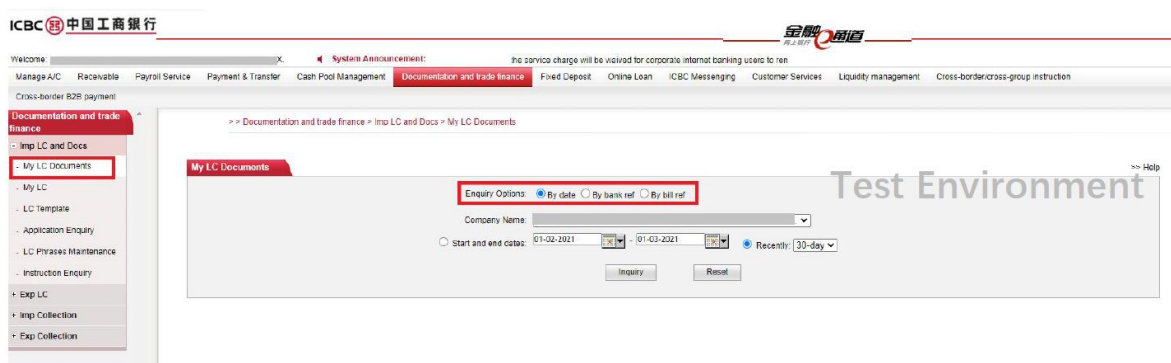
2. After clicking Inquiry, a list of documents within the query range will appear, and internet banking users can select the corresponding documents for Payment, Acceptance and downloading Advice.
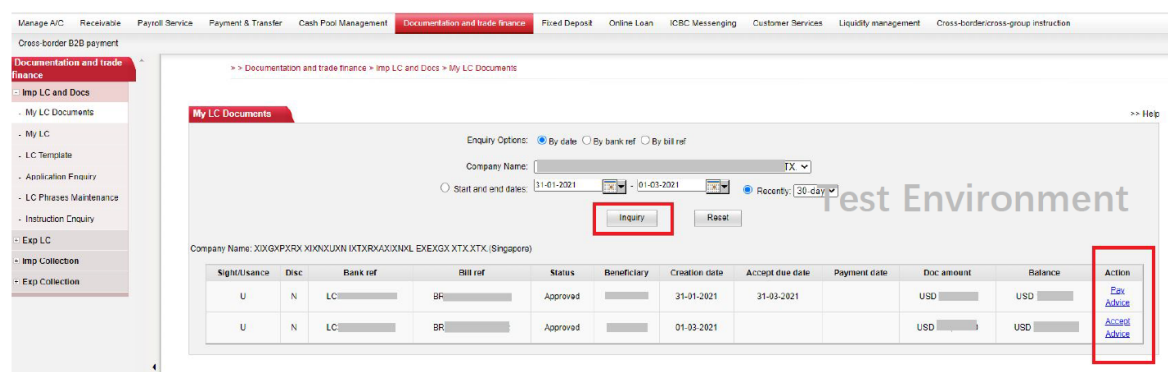
3. Select the document that requires payment in the list, click Pay, and the following will be displayed. Customer can select the corresponding payment method and currency, and then click Submit.

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4. After submission, enter the dynamic password generated by the ICBC E-token and click Confirm.

5. Payment instruction submitted successfully.

6. The reviewer log on our Corporate Internet Banking with the authorized ID, click Documentations and trade finance － Imp LC and Docs － Authorization-LC Documents, select the time range, and click Inquiry.

Note:

To enable the service, please contact your ICBC Relationship Manager.

XVI. FX TRADE

Provide foreign exchange market information enquiry, trading account balance enquiry, foreign exchange purchase, sale order operation and enquiry, as well as other functions to meet your foreign exchange trading needs.

1. Log on ICBC Singapore Branch Corporate Internet Banking, click on 'Market Price and Trade' to make a trial calculation of the amount.

2. Support balance enquiry on multi-currency trade account.

3. Support FX trade details enquiry and download in CSV file for the past 10 years.

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4. Designated multi-currency account for FX trade can be assigned online.

5. Support query for pending/successful/failed FX trade info for the past 10 years.

XVII. PENDING TRANSACTIONS

Provide a pending approval function for corporate e-banking users, supporting approvers in centrally viewing the number of pending approval instructions. Additionally, enable to navigate to the respective instructions for processing.

1. Log in to the corporate e-banking system, navigate to the "Pending Transactions"

menu, and display the number of pending approval instructions for each

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type.
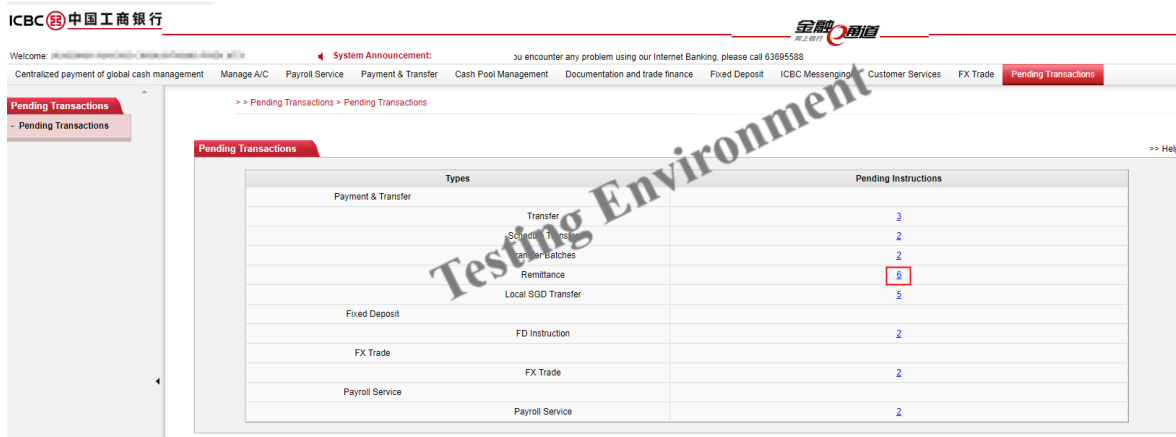
2. Click on the number to navigate to the corresponding categories of approval sections.

XVIII. CUSTOMER SERVICES

Provide self-service management functions for public Internet banking users, supporting users to modify Internet banking login passwords, query operation logs, query and manage Internet banking ID information, and manage ID rights, including modifying, freezing, unfreezing and cancelling Internet banking users.

1. Change Internet Banking Logon password

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Customer Services
- Inquiry in operating log
- Operation Guide
- Customize Home Page
- Download
- Check - Change Company Details
- Change Logon Password
- Upload Payroll e-Slip
- Manage Certificate
- Annual Fee - Internet Banking
- ID information inquiry
- Check discount details for customers
- Token Management
- Security medium management

> > Customer Services > Change Logon Password

Change Logon Password   >> Help

Current Password:
New Password:

It is suggested to enter a 8-digit password combining letters and numbers.Please avoid setting Password of low security

Confirm New Password:
Please enter the validation code: v t z k
Corporate Customer Number:

Confirm   Reset

2. Inquiry on operation log

Customer Services
- Inquiry on operating log
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- Annual Fee - Internet Banking
- ID information inquiry
- Check discount details for customers
- Token Management
- Security medium management

> > Customer Services > Inquiry on operating log

Inquiry on operating log   >> Help

Tier-1 column name: All
Tier-2 column name: All
Tier-3 column name: All
Operation type: All
Start and end dates: 01-10-2023 - 01-11-2023

Inquiry   Reset

3. Inquiey on Internet Banking ID information

| Centralized payment of global cash management | Manage A/C | Payroll Service | Payment & Transfer | Cash Pool Management | Documentation and trade finance | Fixed Deposit | ICBC Messenging | Customer Services | FX Trade |

Customer Services
- Inquiry on operating log
- Operation Guide
- Customize Home Page
- Download
- Check - Change Company Details
- Change Logon Password
- Upload Payroll e-Slip
- Manage Certificate
- Annual Fee - Internet Banking
- ID information inquiry
- Check discount details for customers
- Token Management
- Security medium management

> > Customer Services > ID information inquiry

ID information inquiry   >> Help

ID Name: JOCELYN.c.0103
Privilege - Action: Privilege - Basic
Batch Payment: Batch Payment Submission (Yes)
Privilege allowed: Signing agreement (Yes)

List of Controllable A/C No.:

Seq	Account Name	Account No.	Account Alias	Privilege that the ID has on the A/C
1	XUXBXNX XUXOXG HXLXIXGX(XAXAXAXLXDX	000723071920003462	1234567890125	Enquiry available 、 Amount that can be transferred into
2	XMXC NXgXrXa LXmXtXd	0024886537		Amount that can be transferred into
3	XMXC NXgXrXa LXmXtXd	0024886630		Amount that can be transferred into
4	XMXC IXtXrXaXiXnXl PXY LXmXtXd	0100000390048		Amount that can be transferred into
5	XMXC IXtXrXaXiXnXl PXY LXmXtXd	0100000048605		Enquiry available 、 Amount that can be transferred into
6	XMXC KXnXa LXmXtXd	0100000048605		Enquiry available 、 Amount that can be transferred into
7	XMXC KXnXa LXmXtXd	010000 668568		Enquiry available 、 Amount that can be transferred into
8	XHXNX XOXSXRXCXIXN (XOXTX XAXIXIX) DXVXLXPXEXT CX XTX XTX	013010001000016443		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
9	XUXBXNX XUXOXG CXNXUXTXNXS PXEXLXDX	010010001000777540		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
10	XCXCXSX XTX. LXDX	0103010001000813459		Enquiry available 、 Amount that can be transferred into
11	XTX XOXSXLXAXTX XTX XTX	0103010001000845655		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
12	XUXBXNX XUXOXG IXFXAXTXUXTXRX XTX.XTX.	0103010001001174850		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
13	abc def	0103010001001279795		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
14	XUXBXNX XUXOXG CXNXUXTXNXS PXEXLXDX	0103010001001544408		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
15	XSXC EXEXGX(XIXGXPXRX)XTX.XTX.	0103020002000311570		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
16	XUXNXN EXEXGX XNXEXNXTXOXAX XNXEXTXEXTXSXNXAXOXEXPXEXLXDX	0103020002000482551		Amount that can be transferred 、 Amount that can be transferred into
17	XUXBXNX XUXOXG CXNXUXTXNXS PXEXLXDX	0103020002000496464		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
18	XUXBXNX XUXOXG CXNXUXTXNXS PXEXLXDX	0103020002000496588		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
19	XUXBXNX XUXOXG CXNXUXTXNXS PXEXLXDX	0103020002000496615		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
20	XCXCXSX XTX. LXDX	0103020002000515029		Enquiry available 、 Amount that can be transferred into
21	XCXCXSX XTX. LXDX	0103020002000515153		Enquiry available 、 Amount that can be transferred into
22	XTX XOXSXLXAXTX XTX XTX	0103020002000529341		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into
23	XTX XOXSXLXAXTX XTX XTX	0103020002000529465		Enquiry available 、 Amount that can be transferred 、 Amount that can be transferred into

Note:

To enable the service, please contact your ICBC Relationship Manager.